



# INDIANA DEPARTMENT OF TRANSPORTATION

*Driving Indiana's Economic Growth*

## Memorandum

February 4, 2008

### CONSTRUCTION MEMORANDUM

08-03

TO: District Deputy Commissioners  
District Highway Operation Directors  
District Construction Engineers  
District Testing Engineers  
District Area Engineers  
Project Engineers/Supervisors

FROM: Mark A. Miller, Director *Mark Miller*  
Division of Construction Management

SUBJECT: Material Certifications for CRA Contracts

Effective immediately the District Testing Office will be responsible for issuing the material certification for all CRA contracts except for R & IR contracts. There are currently 340 outstanding R&IR contracts and 370 other contracts. This procedure will improve the work flow by eliminating one step in the finalization process. The Office of Materials Management will produce the final material certification for the larger contracts which will serve as a quality assurance review of the district material certification process. It will be the responsibility of the OMM to identify items requiring additional instruction to provide for accurate certifications.

Instructions for completing the material certification and a sample form letter are attached.

MAM:mam

Attachments (2)

## **CRA Contract Certification Procedures**

### **Districts**

1. Submit a Request to Certify to Materials Management when a contract is completed and all Material Records have been received. Upon receipt of the request, Materials Management will send a summary report and an error sheet.
2. Check all entries reported on the submitted Material Records against those on the summary report for accuracy and completeness of data
3. Review each entry for use of proper material for each proposal item listed
4. Review each entry for compliance with the required frequency of tests and for the proper basis of use
5. Total all quantities reported on the summary report, make conversions of quantities where required, and enter the final total quantity on the appropriate line on the printout
6. Post the quantities reported on the IC 642 to the summary report, if not already posted
7. Compare the IC 642 quantities with the Material Record quantities and note the shortages
8. Review the listing of all test data for the contract to identify failing tests
9. Review all material certifications for correct type and content
10. Send the error list to the PE/PS for resolution of discrepancies that cannot be resolved in the District office
11. List all unresolved discrepancies or non-compliance items as exceptions on the final certification of the contract
12. Send Materials Management a copy of the Letter of Certification by State Engineer

### **Documents:**

1. Contract Proposal
2. Standard Specifications with appropriate Supplemental Specifications
3. Frequency Manual
4. Summary Report (printout)
5. Material Records
6. Material Certifications
7. IC 642
8. Blue Sheets
9. Pink Sheets
10. Core Report
11. Related Correspondence

### **Materials Management**

1. Enter IC 642 data
2. Supply summary report
3. Supply error list. This document will be printed after all of the material records have been received for a contract and again at the completion of the contract certification.
4. Provide the monthly summary of contracts in the A, B, and C categories.



# INDIANA DEPARTMENT OF TRANSPORTATION

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## Memorandum

January 28, 2008

### LETTER OF CERTIFICATION BY STATE ENGINEER

Contract No.  
Indiana Project No.

Mr. Dennis Kuchler  
State Construction Engineer

Dear Sir:

This is to certify that the materials incorporated in the construction work were in conformance with the approved plans and specifications and the results of acceptance tests compare favorably with Independent Assurance tests.

Exceptions to this are listed below with documentation attached.

600 Tons of QC/QA 9.5 mm Surface tested under report number 03-0-0864-22616 did not comply with specifications. Refer to disposition of Material Form TD-305 dated August 3, 2003 and attached letter of correspondence from Dennis A. Kuchler dated October 22, 2003 and Appeal letter dated November 17, 2003.

600 Tons of QC/QA 9.5 mm Surface tested under report number 03-0-0864-22886 did not comply with specifications. Refer to disposition of Material Form TD-305 dated July 25, 2003 and attached letter of correspondence from Dennis A. Kuchler dated October 22, 2003.

82.92 Tons of PG 64-22 Asphalt Binder tested under report number 03-7-0864-02358 did not comply with specifications. Refer to disposition of Material Form TD-305 dated July 17, 2003 and attached letter of correspondence from Timothy P. Conarro dated 2/18/05.

A quantity of Volumetric HMA (Lot 4, sublots 1 and 3) did not comply with specifications. Refer to the letter of correspondence from Mark Montgomery dated August 12, 2003.

Pay Item 059 Pipe End Section, 300 mm does not comply with the testing requirements of the specifications. Refer to letter dated October 6, 2005, from Jack Pearman for resolution.

300 Mg of 19 mm Intermediate tested under report number 99-0-0865-01851 did not comply with specifications. Refer to disposition of Material Form dated 5/26/99.

A quantity of HMA 25.0 mm Base tested under report number 99-0-0884-29741 did not comply with specifications. Refer to letter from Lee Randell dated June 17, 1999.

Numerous items were accepted by the exception letter from Robert Dahman to Ron Walker dated January 07, 2008.

Numerous items (Item 071 Threaded Tie Bar Assembly, Item 081 Pipe, Group K 6, Item 085 Pipe, PVC 6 in., Item 086 PVC Outlet Pipe, Item 90, Pipe Group A, Item 092 Pipe Corrugated, Item 095 Outlet Protector and Item 106 Face Panels) failed to comply with specification requirements. See the exception letter from Ron Steve dated September 10, 2005.

Item 102 Elastomeric Bearing and Item 103 Elastomeric Bearing failed to comply with specification requirements. See the exception letter from Ron Steve dated October 3, 2005

A quantity of Volumetric Material tested under report number 03-0-0864-28296 (Lot 4, subplot 4) did not comply with specifications. Refer to letter from Mark Montgomery dated November 24, 2003.

Item 0034 (Curb Ramp, Concrete, B) requires Detectable Warning Elements which did not have the proper Type A Certification as required and was accepted per letter from Dan Chaplin dated 4/19/06.

Sincerely,

Ronald P. Walker, Manager  
Office of Materials Management

RPW/mw

cc: Ross Andrews  
Dave Schelling  
File

Attachments